



DEPARTMENT OF THE ARMY
SEVENTH U.S. ARMY JOINT MULTINATIONAL TRAINING COMMAND
UNIT 28130
APO AE 09114

AETT-IM

1 May 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cellular Telephone and Service Management, Policy, and Procedures (Command Policy Letter 13)

1. References:

- a. Memorandum, CG, USAREUR and Seventh Army, AEAIM-SM-PB, subject: Delegation of Authority to Approve Cellular Telephones, 15 March 1999.
 - b. Army Regulation 25-1, Army Knowledge Management and Information Technology, 15 July 2005.
 - c. Army in Europe Supplement to AR 25-1, 28 April 2006.
 - d. Army in Europe Command Policy Letter 33, Wireless Devices in Sensitive Areas, 2 August 2006.
2. The purpose of this memorandum is to establish policy and procedures regarding acquisition and use of cellular telephones within 7th Army Joint Multinational Training Command (7A JMTC).
3. References 1.a. and 1.b above authorized 7A JMTC Commander to approve cellular telephone service i.e., telephone card activation.
4. The enclosed procedures detail how cellular telephone requests will be processed within the Command and must comply with references 1a through 1c above.
5. The term "Cellular Telephone" addresses any wireless device used to telephonically communicate using wireless technology including Blackberrys. Wireless technology used to send data - other than Blackberrys - do not fall under this policy and units will consult the appropriate regulation for appropriate control procedures.

1 Encl
Cellular Telephone Policy

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DISTRIBUTION:
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CELLULAR TELEPHONE REQUIREMENTS AND CELLULAR TELEPHONE SERVICES PROCEDURES

1. **PURPOSE.** To provide guidance and specify procedures to process requirements for cellular telephones and cellular telephone services in 7th U.S. Army Joint Multinational Training Command (7A JMTC). These processes apply only to the 7A JMTC area of responsibility (AOR).

2. GENERAL.

a. Cellular phone service will be requested under the Resource Acquisition Management for Information Technology (RAMIT) process detailed below. DA Form 3953, Purchase Request and Commitment (PR&C), will not be processed without a valid RAMIT approval and number.

b. Cellular telephone requesters must specify on the PR&C that they require a monthly itemized billing statement. This statement will have the mailing address of the 7A JMTC G6, Assistant Chief of Staff for Information Management (ACSIM).

c. Because of the high cost of cellular telephone service and potential effects of electromagnetic emanations, users must remember that cellular telephones will not be used for other than official government business. Cellular telephones will not be used on post, in garrison, or in a facility where less costly means of communication are available. An example would be if a DSN phone is nearby that can be used instead.

2. RESPONSIBILITIES.

a. Requiring Activity.

(1) Prepares memorandum requesting cellular telephone. These requirements must be based on valid and specific applications that can not be supported by other available government telephone, radio or other service. Justifications must cite in detail:

(a) Why existing communications capabilities (e.g., DSN, commercial service, DDN, pages, non-tactical radios) can not satisfy the requirement.

(b) How possible loss of life or limb, major loss of valuable resources, or significant obstacles to effective operations of US Forces in the theater may occur as a result of not having the cellular phone.

(2) Prepares Resource Acquisition Management for Information Technology (RAMIT) and supply action to satisfy requirement, and submits these along with the memorandum to the Commander or Director.

b. Commanders, Directors.

(1) Review requirement for validity, economic efficiencies that meet the criteria cited in UR 25-1, and if approved forward memorandum to the 7A JMTC G6.

(2) Designate Telephone Control Officer (TCO) or other staff in writing to review and certify cell phone bills forwarded by the G6. A copy of this designation will accompany the telephone request.

(3) Take corrective measures if any misuse of cell phones occurs.

c. Seventh Army Joint Multinational Training Command G6.

(1) Appoints a TCO who will serve as the Command TCO.

(2) Is responsible to 7A JMTC for those items listed for TCO's in Appendix D, paragraph D-2, e. (1), (2) and (3)., UR 25-1.

(3) Update procedures and guidelines as needed for acquisition, usage, and accountability.

d. Seventh Army Joint Multinational Training Command Assistant Chief of Staff for Resource Management: Fund approval for requirements and forwards itemized bill from 5th Signal Command to the G6 for review and analysis.

e. Seventh Army Joint Multinational Training Command Activities/Units:

(1) Ensure internal control procedures are in place to handle physical security, accountability, misuse/abuse, and issuance. Units or organizations will not share cellular telephone resources. The 7A JMTC can issue a cell phone to TDY personnel performing specific missions that require a cell phone to maintain communications. Any user requesting a temporary cell phone can submit a memorandum signed by the Commander or Director to the G6 for approval and issue; temporary cell phones are limited and will be issued on a first come first served basis.

(2) Report lost or stolen cellular telephones immediately to the Command TCO. The TCO will contact the vendor to assure phone card deactivation. This will help ensure the government is not charged for unauthorized use.

3. PROCEDURES.

a. Cell Phone Card Activation.

(1) Requiring activity submits memorandum requesting cellular phone card activation, conversion, or deactivation with justification through Command channels to the G6. Requests must have O6 (DOT, JMRC, JMCTC, or CoS) endorsement. (Note: *Per UR 25-1, requests for cellular phone service in support of exercises will be submitted to the USAREUR G3.*

(2) Justification must cite at least one of the following reasons:

- Critical Operational Needs. Requests for convenience will not be approved.
- Cost Effectiveness. Either monetary savings or improved operations must be shown.
- Contingency Support Mission. A special mission or exercise that requires personnel to maintain constant communications for critical operational reasons.
- Critical safety considerations.

(3) Cellular telephone activation card requests will be disapproved if the cellular telephone will be used for convenience, in place of fixed telecommunication systems, in place of a tactical communication system in a field environment, to back up other cellular telephones, or to send classified or sensitive information.

(4) Upon approval by 7A JMTC Commander, unit should fill out a RAMIT form, attach the approving memorandum, and a completed PR&C, and submit these documents to the 7A JMTC G6, who will in turn forward it to the 69th SIG BN Regional TCO.

(5) The G6 has the mission of reviewing resulting phone bills for fraud, waste, and abuse and reporting such to the commander for the appropriate action. The G6 is also the central entry point in the command for all telephone cards. This will allow for the tracking and documenting of Personal Identification Numbers (PIN's), and other details to allow for accountability and configuration support as needed by the requiring activities.

b. Cell Phone Instruments/Accessories.

(1) Regardless of acquisition process, i.e., IMPAC, open market, or MIPR, the requiring activity will not purchase or install cellular telephone vehicle mounting kits unless approved by the 7A JMTC Chief of Staff.

(2) Phones that are less than three years old will not be replaced without sufficient justification. Current inventory of telephones and accessories, in the requesting organization, will also be included.

c. Cell Phone Log. Requiring activities will keep a log reflecting who has the phone and the phone's make, model and serial number to include telephone card serial number and telephone number. These statistics will be kept as official records and made available, as required, to the chain of command or the G6 as necessary.

d. Care of Cellular Phone. Because of the high cost of cell phone usage and potential electromagnetic emanations (could affect alarms and sensitive electronic circuitry), users are reminded:

(1) Cellular phones are only used for official government business. They should not use them on post or in a facility where other less expensive means of communications are available.

(2) Cellular phones are not to be used for:

(a) Health, morale, and welfare calls. Cell phones can be used to call home or to the unit to inform them of safe arrival at the TDY location and notify appropriate personnel of any itinerary changes. Phone calls of this nature will be kept to a minimum of 5 minutes in length.

(b) For out-of-country (international) calls unless time, location, or other circumstances do not permit use of other telephone services.

(3) Lost or stolen cellular telephones will be reported immediately to the TCO.

(4) Batteries must be used correctly to ensure long life and to save power. Users should activate cellular telephones (enter PIN) when they begin duty. Many cellular telephones have a power saving feature and should be kept on during duty hours. This feature helps the battery reach its maximum charging capacity over the week. Continually turning cellular telephones on and off after placing or receiving calls will not maintain the battery. A cellular telephone battery should be charged only after it has been almost completely drained. Constant recharging after limited use will reduce the efficiency of the battery. Cell telephones should not be left in areas that are extremely hot or cold as that could reduce the battery life.

(5) For safety reasons, personnel will not use Government-issued cellular telephones while driving, unless the cell phone has a hands free capability.